

A = ADP

AA - ADP PURCHASE
AB - ADP MAINTENANCE
AC - ADP RENTAL/LEASE
AD - ADP ACCESSORIES, NEC
AE - ADP STORAGE
AF - ADP BINDERS
AG - PRINTER ELEMENTS/PRINTWHEELS
AH - SURGE SUPPRESSORS
AJ - ADP SUPPLIES, NEC
AK - PC PURCHASE
AL - PC MAINTENANCE
AM - PC RENTAL/LEASE
AN - Z-248 MAINTENANCE
AO - MAGNETIC (ADP/EDP) TAPES
AP - DISK PACKS
AQ - DISKETTES
AR - DISKETTE STORAGE
AS - SOFTWARE PURCHASE
AT - SOFTWARE MAINTENANCE
AU - SOFTWARE RENTAL/LEASE
AV - PLOTTERS/SUPPLIES/ACCESSORIES

PLEASE HIGHLIGHT
THE COMMODITIES
YOU SUPPLY
THANK YOU

B = COMMUNICATIONS/TELECOMMUNICATIONS

BA - EQUIPMENT COMMUNICATIONS PURCHASE
BB - COMMUNICATIONS EQUIPMENT ACCESSORIES
BC - COMMUNICATIONS EQUIPMENT MAINTENANCE
BD - COMMUNICATIONS SUPPLIES
BE - TELEPHONE EQUIPMENT ACCESSORIES
BF - RADIO
BG - RADIO SERVICE/MAINTENANCE

C = - CONSTRUCTION

CA - CONSTRUCTION MATERIAL/SUPPLIES
CB - HARDWARE
CC - AMMONIA, SUPPLIES, ACCESSORIES

D = SUBSCRIPTION SERVICES/PUBLICATIONS

- DA - MICROFICHE/MICROFILM SUBSCRIPTIONS
- DB - BOOKS, MANUALS
- DC - MANUALS, HANDBOOKS, POSTERS
- DD - MAPS, ATLAS
- DE - SUBSCRIPTIONS, DRMS (MAGAZINE)
- DF - SUBSCRIPTIONS, DLSC (MAGAZINE)
- DG - SUBSCRIPTIONS, DSAC (MAGAZINE)
- DH - SUBSCRIPTIONS, DCPSO (MAGAZINE)
- DI - SUBSCRIPTIONS, AFLC (MAGAZINE)
- DJ - MEMBERSHIP FEES (MAGAZINE)
- DK - NEWSPAPER SUBSCRIPTIONS
- DL - PUBLICATIONS NEC

E = ELECTRICAL

- EA - ELECTRICAL SUPPLIES
- EB - ELECTRICAL ACCESSORIES, NEC
- EC - ELECTRONIC ACCESSORIES, SUPPLIES NEC
- ED - UPS PARTS, ACCESSORIES
- EE - LIGHTS/LAMPS/BULBS
- EF - BATTERIES
- EG - WIRE/CABLE
- EH - AIR CONDITIONERS, FANS

F = FURNITURE

- FA - ADP FURNITURE
- FB - CHAIRS
- FC - CONFERENCE TABLES
- FD - TABLES, OTHER THAN CONFERENCE
- FE - MAILROOM FURNITURE
- FF - LIBRARY FURNITURE
- FG - MODULAR FURNITURE
- FH - RODS, BLINDS, WINDOW ACCESSORIES (EXCEPT DRAPERIES)
- FI - DRAPERIES
- FJ - CARPETING
- FK - SEATING, SPECIAL PURPOSE
- FL - LAMPS
- FM - OFFICE FURNITURE, NEC

I = INDUSTRIAL

- IA - AUTOMOTIVE RENTAL
- IB - BACK DOCK SUPPLIES, NEC
- IC - AUTOMOTIVE PARTS, ACCESSORIES
- ID - PACKAGING/PACKING/CARTONS/BOXES
- IE - JANITORIAL SUPPLIES
- IF - PALLETS/PALLET RACKS
- IG - HOPPERS
- IH - CARTS/STOCK TRUCKS
- II - SMOCKS PROTECTIVE CLOTHING
- IJ - SHELVING
- IK - SIGNS
- IL - FLAGS, FLAGPOLES, ACCESSORIES
- IM - GLASS
- IN - MATERIAL HANDLING EQUIPMENT, NEC

J = SERVICES NOT ELSEWHERE CLASSIFIED

- JA - POST OFFICE BOX RENTAL
- JB - ENGRAVING
- JC - ARBITRATION SERVICES
- JD - CONSTRUCTION SERVICES
- JE - COPYING SERVICES
- JF - ELECTRICAL SERVICE
- JG - AMMONIA TANK SERVICE
- JH - FURNITURE REPAIR
- JI - INTERIOR DECORATOR
- JJ - AUTOMOTIVE SERVICES
- JL - LINEN SERVICES (TOWEL, SHOP CLOTHS)
- JM - LAUNDRY, CLEANING SERVICES
- JN - MEDICAL SERVICES, DOCTOR
- JO - MEDICAL SERVICES, NURSE
- JP - MEDICAL SERVICES, NEC
- JQ - CONSULTING SERVICES
- JR - TRAINING, ADP
- JS - TRAINING, OTHER
- JY - SPEAKER SERVICES
- JU - EEO INVESTIGATOR
- JV - FINANCIAL (CASH/VAULT) SERVICES
- JW - PRESS CLIPPING SERVICE
- JX - PHOTOGRAPHIC/SLIDE REPRODUCTION SERVICE
- JY - SILVER RECOVERY EQUIPMENT SERVICES
- JZ - ILLUSTRATIONS SERVICES

M = MEDICAL

- MA - MEDICAL EQUIPMENT PURCHASE
- MB - MEDICAL EQUIPMENT RENTAL
- MC - MEDICAL SUPPLIES, NEC
- MD - MEDICINE
- ME - SAFETY SHOES
- MF - SAFETY GLASSES

N= SILVER RECOVERY

- NA - PRECIOUS METAL REFINING SERVICES
- NB - SILVER RECOVERY PARTS/ACCESSORIES
- NC - SILVER RECOVER EQUIPMENT
- ND - SCALES
- NE - SILVER RECOVERY SUPPLIES (LABORATORY)

O = OFFICE EQUIPMENT

- OA - OFFICE EQUIPMENT, NEC
- OB - COPY HOLDERS
- OC - CALCULATORS
- OD - TYPEWRITERS
- OE - TIME STAMP
- OF - MICROFICHE READER/PRINTER
- OG - COPIER, PURCHASE/RENTAL
- OH - SOUND REDUCTION ENCLOSURES
- OI - STAPLERS
- OJ - DICTATION EQUIPMENT
- OK - VISIBLE RECORD EQUIPMENT
- OL - STANCHIONS
- OM - ROLODEX FILES
- ON - FILES
- OO - OFFICE ACCESSORIES NEC (TRAYS, PENCIL HOLDERS,
WASTEBASKETS)
- OP - LECTERNS
- OQ - BULLETIN BOARDS
- OR - TAPE RECORDERS
- OS - PLANNING BOARDS
- OT - CONFERENCE COPIERS
- OU - MAILROOM EQUIPMENT
- OV - VIDEO EQUIPMENT
- OW - PHOTOGRAPHIC EQUIPMENT
- OX - PRINT PLANT EQUIPMENT
- OY - MICRO GRAPHICS EQUIPMENT

P = OFFICE SUPPLIES

- PA - OFFICE SUPPLIES NEC
- PB - VUGRAPH (TRANSPARENCIES) FRAMES
- PC - VUGRAPH TRANSPARENCIES
- PD - NAME TAGS/BADGES
- PE - MARKERS/HIGHLIGHTING
- PF - MARKERS (EXCEPT HIGHLIGHTERS)
- PG - PENS, PENCILS
- PH - PLAQUES
- PI - TEMPLATES
- PJ - ENVELOPES, SPECIAL STATIONARY
- PK - ENVELOPES, MICROFICHE
- PL - ENVELOPES, TYVEK
- PM - ENVELOPES, STOCK NEC
- PN - PAPER, CALCULATOR
- PO - PAPER (SPECIAL STATIONARY)
- PQ - PAPER XEROGRAPHIC
- PR - PAPER, COLUMAR
- PS - PAPER, NCEC
- PT - COPIES SUPPLIES EXCEPT PAPER
- PU - CALCULATOR RIBBONS
- PV - BINDERS, REPORT COVERS
- PW - MAILROOM SUPPLIES NEC
- PX - LABELS
- PY - RUBBER STAMP
- PZ - TYPEWRITER RIBBONS

Q = OFFICE SUPPLIES

- QA - FOLDERS, FILE
- QB - MICROFICHE STORAGE
- QC - CALENDARS/APPOINTMENT BOOKS
- QD - GRAPHIC, ART SUPPLIES (CHARTPAK TAPE, ETC.)
- QE - LIFT OFF/CORRECTION TAPE
- QF - TYPEWRITER ELEMENTS/PRINTWHEELS
- QG - TAB CARDS
- QH - ELECTROGRAPHIC PAPER
- QI - DIAZO FILM
- QJ - GAVELS
- QK - TROPHIES/PLAQUES
- QL - PLANTS/FLOWERS
- QM - PICTURES (ALL ART)
- QN - PICTURE FRAMES
- QO - IDENTIFICATION SUPPLIES/ACCESSORIES

QP - PROMOTIONAL ITEMS
QR - PRINT PLANT SUPPLIES NEC
QS - MICROGRAPHIC SUPPLIES NEC
QT - PHOTOGRAPHIC FILM
QU - PHOTOGRAPHIC CHEMICALS
QV - PHOTOGRAPHIC SUPPLIES NEC
QW - VIDEO TAPES

S = SERVICES (NOT ADP)

SA - SERVICES, ONE TIME, OFFICE EQUIPMENT
SB - MAINTENANCE, PRINT PLANT EQUIPMENT
SC - MAINTENANCE, MICROGRAPHICS EQUIPMENT
SD - MAINTENANCE, PHOTOGRAPHIC EQUIPMENT
SE - MAINTENANCE, COPIER
SF - MAINTENANCE, TYPEWRITERS
SG - MAINTENANCE, CALCULATORS
SH - MAINTENANCE, UPS
SI - MAINTENANCE, FORKLIFT
SJ - MAINTENANCE, MEDICAL EQUIPMENT
SK - MAINTENANCE, TAPE RECORDER
SL - MAINTENANCE, DICTATION EQUIPMENT
SM - MAINTENANCE, MICROFICHE READER/PRINTERS
SN - MAINTENANCE, TIMESTAMP
SO - MAINTENANCE, VIDEO EQUIPMENT
SS - SPECIAL ITEMS, NEC
ST - MAILROOM EQUIPMENT